

U.S. Embassy in Panama- Social Media Assistant



Project Title	U.S. Embassy in Panama-Social Media Assistant
Project Summary	Manage Community Liaison Social Media and Moderator the CLO Facebook page. Create/update content on CLO Blog. Country: Panama
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Project Description

- Over the course of the academic year the intern will be responsible for creating and maintaining a BLOG that is password protected. The blog will highlight upcoming Embassy events and the site would be a central repository for the community to find useful information.
- The intern will also create an online welcome packet from readily available information provided by the supervisor. The supervisor will email all documents as attachments for the intern to create a final product that is informative and user friendly.
- The intern will also manage the “Embassy’s Social Sponsor” packet documentation.
- The intern will draft four one-page articles for inclusion in the Embassy newsletter over the course of the academic year. Selected topics will be determined by the intern and approved/reviewed by the supervisor.
- The intern will instruct at least one virtual classes focused on social media (ie. Linked-In) for the Embassy community.
- The intern will create a “Pin Drop Map” of local attractions for new arrivals to use getting around the Panama City area.
- The intern will create a five minute video highlighting areas of interest in/around the Embassy Campus providing new comers with a better understanding of what to expect before arriving in Panama. Topics to be included in the video: international schools, recreational parks, beaches, restaurants, and other area attractions.

Required Skills or Interests

Skill(s)

Data visualization

Editing and proofreading

Social media management

Additional Information

Spanish helpful but not required.

Language Requirements

None